

JOB DESCRIPTION

Job Title	Cash Office Clerk	Department	Front End
FLSA Status	Non-Exempt	Reports To	Front End Lead
	<input type="checkbox"/> Fulltime <input checked="" type="checkbox"/> Part-time	Hours	20-29
Date Created		Approved	

Hourly Rate \$16

Primary Functions: The Cash Office Clerk is responsible reconciling cash drawers accurately and ensuring the safe handling of all monies.

Essential Functions

- Ensures compliance with company policies and procedures with respect to department operations, quality, to ensure compliance state, federal and OSHA safety and sanitation regulations.
- Provides and maintains friendly, professional customer service to all individuals.
- Reconciliation of Cash Receipts.
- Counting the safe.
- Prepares Store Deposit and handles all banking needs related to Front Desk.
- Performance of audits.
- Accurately and efficiently completing all daily paperwork while adhering to company policies and procedures.
- Available to work varied days and hours as work schedule requires, including evenings and weekends.
- Any other duties as assigned.

Competencies

The Cash Office Clerk must be trustworthy and have a good attitude and be friendly, self-motivated, flexible, conscientious, organized, and have a good attention to detail. Also, must have good interpersonal and communication skills, and interface well with management, and co-workers and customers.

Education and Experience

High School Diploma or equivalent
 1+ years' experience as retail cash office clerk
 Microsoft Office proficient

Physical Requirements

Ability to be work in fluctuating temperature environments
 Ability to be in a stationary position and/or move about for various intervals
 Ability to utilize the phone (requiring auditory and verbal senses)
 Ability to utilize register, scales and systems for various intervals (requiring finger dexterity/visual acuity)
 Ability to reach, bend, balance, and lift merchandise
 Ability to lift 5-15 lbs. up to 40 lbs. occasionally.
 Ability to travel independently (via plane/car)
 Regular and predictable attendance

Disclaimer

Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time. This description reflects management's assignment of essential functions; it does not exclude or restrict the tasks that may be assigned.